



# TOWN OF BLUFFTON

## MASTER PLAN & DEVELOPMENT PLAN

### URBAN DESIGN REVIEW CHECKLIST

This checklist is generally based on the Unified Development Ordinance, associated Manuals, other accepted Town of Bluffton plans and policies, and on best design practices. It is not all inclusive of applicable review items, but rather serves as a guide in reviewing development proposals within the Town of Bluffton.

Application Information	
Application #:	Reviewer Name:
Date of Application:	Date of Review Completion:
Property Address:	Project Name:
Zoning District:	PUD Name:

Compliance Review Criteria	Comments
<b>GENERAL INFORMATION</b>	
1. Compliance with submittal requirements listed on application?	
2. Compliance with submittal requirements listed on the application checklist?	
3. What additional information is requested/required by the Town Staff?	
4. Was the additional information requested provided by the Applicant? When?	
5. Has the application been previously submitted? When? Result?	
6. Does the Project Narrative clearly describe proposed uses and activities that will be conducted on the site so that you can determine if the use is permitted and calculate the parking required?	
7. Are accessory or outdoor activities clearly identified in the Project Narrative?	
8. What is the use of the proposed project?	
9. Is the proposed project new construction or an expansion of an existing structure?	
10. Is there an existing structure on the site? If so, what year was the structure built? Is it subject to COA-HD provisions?	
11. Are there any existing non-conformities associated with the building/ property? If so, what are they?	
12. How is the property currently being used?	
13. What is the proposed use? Is the use allowed in the District?	
14. Are there any special standards (e.g. Historic District, Highway Corridor Overlay) that apply to the Project?	
15. Comply with PUD Concept Plan, as applicable?	
16. Comply with PUD Master Plan, as applicable?	
<b>LOT AND SITE PLAN INFORMATION</b>	
1. Is the survey dated and sealed and less than 5 years old for lot/ boundary & 2 years old for tree/ topo?	
2. Is the legal description of the property and location of all property lines are shown?	
3. Is there a Boundary survey with bearings and distances of all property lines, tract acreage, location of property markers, control points, and seal of a Registered Land Surveyor provided?	



# TOWN OF BLUFFTON

## MASTER PLAN & DEVELOPMENT PLAN

### URBAN DESIGN REVIEW CHECKLIST

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4.	Is there sufficient information on adjacent parcels' land uses and zoning?	
5.	Does the survey show the location, size and type of all existing/ proposed easements and/or utility lines within or immediately adjacent to the development property?	
6.	Do any of the items shown on the survey impact circulation, stormwater, landscaping, or site design? Are there any potential conflicts?	
7.	Are proposed fire hydrant locations accessible?	
8.	Is project phasing clearly shown?	
9.	If phases are proposed, are they logical and able to stand on their own?	
10.	What is the lot square footage?	
11.	When did staff visit the site/lot?	
12.	What were the Staff findings upon visiting the lot?	
13.	Does the site plan clearly identify the following: <ul style="list-style-type: none"> <li>• Footprint &amp; square footage of existing structures;</li> <li>• Footprint &amp; square footage of new structures;</li> <li>• All hardscape-drives, walks, decks, pools, etc.;</li> <li>• Location, size, species, and canopy of trees;</li> <li>• Trees to be preserved and removed; and</li> <li>• Site drainage?</li> </ul>	
14.	Does the basic site data table identify the following: <ul style="list-style-type: none"> <li>• Total acreage;</li> <li>• Open space acreage and percentage;</li> <li>• Number of proposed lots (if applicable);</li> <li>• Area of proposed buildings;</li> <li>• Floor area ratios;</li> <li>• Required and proposed setbacks; and</li> <li>• Other necessary information?</li> </ul>	
15.	Are there any new rights-of-ways or access easements proposed for the project? If so, are they shown on the plans and contain the following: <ul style="list-style-type: none"> <li>• Locations, dimensions, descriptions, and names of all existing or recorded rights-of-way; and</li> <li>• Locations, dimensions, descriptions, and proposed names of all proposed rights-of-way?</li> </ul>	
<b>5.3 NATURAL RESOURCES: TREE CONSERVATION, PLANTING AND LANDSCAPING</b>		
1.	Does the lot landscaping shown on the landscaping plan meet the standards set forth in the UDO?	
2.	Does the Preliminary Landscaping Plan contain: <ul style="list-style-type: none"> <li>• General location and type of proposed plants; and</li> <li>• Location and number of trees to be protected, and any landscape medians or other landscaping being proposed?</li> </ul>	



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## MASTER PLAN & DEVELOPMENT PLAN

### URBAN DESIGN REVIEW CHECKLIST

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3. Does the Final Landscaping Plan contain: <ul style="list-style-type: none"> <li>• Location of existing and proposed plants;</li> <li>• No utility/ building conflicts and that there is sufficient growing space for the proposed material;</li> <li>• Names, number, and size of each plant species to be removed;</li> <li>• Names, number, and size of each plant species to be planted;</li> <li>• Plantings staggered rather than in rows (when applicable);</li> <li>• Mixture of species as a protective measure against disease and insect infestation; and</li> <li>• Plant material shall not be categorized as invasive per the UDO.</li> </ul>	
4. Do plans identify the location and description of irrigation systems or reference the fact that irrigation will be provided?	
5. Verify that Landscape Plan Notes include: <ul style="list-style-type: none"> <li>• All landscaping shall be maintained in a healthy, neat and orderly state, free from refuse and debris;</li> <li>• All dead landscaping shall be removed and replaced;</li> <li>• Landscaping approved as part of a Development Plan shall not be removed; and</li> <li>• All landscaped areas shall be covered by grass or other living ground cover or plant material.</li> </ul>	
6. Do buffers include: <ul style="list-style-type: none"> <li>• Natural vegetation to be left undisturbed if possible and effective; and</li> <li>• Any new plantings provide continuous screening?</li> </ul>	
7. Does the parking lot and loading area landscaping include: <ul style="list-style-type: none"> <li>• Landscaped medians and peninsulas to break up expanse of paving;</li> <li>• Plantings (at mature size) that will not conflict with parking spaces, adjacent property or obstruct vision;</li> <li>• Shade trees that are placed to maximize parking lot shading; and</li> <li>• Placement of landscaping that does not block fire hydrants and utilities?</li> </ul>	
8. Do buffers along highway frontages (HCO): <ul style="list-style-type: none"> <li>• Meet minimum width;</li> <li>• Include landscaping; and</li> <li>• Include any utility lines, stormwater elements, or other items that will impact the buffer?</li> </ul>	
9. Are any other buffers warranted, such as land use buffers or perimeter buffers?	
10. Does the detention/retention pond landscaping include: <ul style="list-style-type: none"> <li>• Bank stabilization and erosion control measures?</li> <li>• Natural setting with grass, shrubs and trees compatible with the site development?</li> <li>• "Free form" design where possible, following natural shape of the land?</li> <li>• Random groupings not limited to the top of bank elevation?</li> <li>• Plant material that is suitable to adapt to saturated soil conditions?</li> </ul>	



# TOWN OF BLUFFTON

## MASTER PLAN & DEVELOPMENT PLAN

### URBAN DESIGN REVIEW CHECKLIST

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11. Are all accessory structures and mechanical equipment screened with landscaping material and/or fencing of sufficient height to hide the structure or equipment?	
12. Are any sight triangles at driveways or street intersections adversely affected by landscaping?	
13. Is a table included on the plans summarizing? <ul style="list-style-type: none"> <li>Existing trees?</li> <li>Number, species, and DBH of trees to be removed and/or protected?</li> <li>Number, species, and DBH of trees to be replanted?</li> <li>Site percentage of tree canopy coverage for all trees at maturity?</li> </ul>	
14. Do the plans depict the mature tree canopy, including: <ul style="list-style-type: none"> <li>Existing tree canopy coverage?</li> <li>Resulting tree canopy coverage of new trees?</li> </ul>	
<b>5.5 NATURAL RESOURCES: RIVER BUFFERS AND SETBACKS</b>	
1. Are any river or other natural resources buffers/ setbacks needed?	
2. If needed, do the buffers/ setbacks meet the standards?	
<b>5.6 OPEN SPACE</b>	
1. Do the plans indicate proposed open space areas and access to open space/ trails on and off-site? <ul style="list-style-type: none"> <li>Percent required and type?</li> <li>Is the Open Space Accessible from all parts of the development?</li> </ul>	
2. Are improvements, if applicable, reasonable and appropriate to serve the proposed project?	
3. Do the plans indicate the proposed public lands and methods of dedication and access? Are necessary legal documents included?	
4. Is the proposed ownership and method of transfer through deed restrictions, covenants, public dedication, or other method acceptable to the UDO Administrator?	
5. Is the proposed use for all portions of dedicated open space indicated and useable (greenbelt, park, plaza, preserve, square, community garden)?	
6. Is the maintenance of open space indicated and acceptable?	
<b>5.7 LOT AND BLOCK PATTERNS</b>	
1. Are all lot lines clearly dimensioned?	
2. Are lot area (either in acres or square feet) calculations provided?	
3. Are the minimum/maximum frontage and block requirements met?	
4. Do the plans have a detailed layout of blocks and lots: <ul style="list-style-type: none"> <li>Block size?</li> <li>Clearly show connectivity throughout the site?</li> <li>Are any Cul-de-sacs proposed? If so, are there any alternatives that could be used?</li> <li>Parcel design including buildability, area, dimensions, orientation, configuration, access, street frontage, flag lots?</li> </ul>	
5. Are all building setbacks clearly shown? Are they measured at the closest spot (i.e. not typical). Do they meet the standards for each lot line?	



# TOWN OF BLUFFTON

## MASTER PLAN & DEVELOPMENT PLAN

### URBAN DESIGN REVIEW CHECKLIST

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6.	Are any accessory structures proposed?	
7.	If accessory structures are proposed, do they meet the requirements?	
8.	If accessory structures are proposed, do the designs/ placements blend into the site design?	
9.	Are density calculations provided? If so, are the requirements met?	
<b>5.8 LOT AND BUILDING STANDARDS</b>		
1.	What is the existing lot type?	
2.	Are there new lots being proposed? If so, what are the lot types proposed with the subdivision?	
3.	Are the proposed lot types allowed in the District? Are they appropriate for this application?	
4.	Do all lot dimensions meet the requirements for width, depth, and setbacks?	
5.	Proposed building footprint locations are shown and dimensioned, including square feet? <ul style="list-style-type: none"> <li>Are different use areas noted on the footprint/ floor plan to confirm use parking and loading requirements?</li> </ul>	
6.	Is the building orientation reasonable considering required setbacks, topography, natural features, access, solar orientation, utilities (above and below ground) and adjacent land uses?	
7.	Are roof mounted or exterior equipment located and screened from view from adjacent properties and/or the roadway?	
8.	Are overhead doors located so that they do not face a street or residential district?	
9.	Are details provided for any proposed accessory buildings or structures such as garages, carports, swimming pools, or recreation facilities? Do the design and location fit the overall site design?	
10.	Is the location of any solid waste/trash disposal units/dumpsters shown and: <ul style="list-style-type: none"> <li>Located to be convenient for use but not in a prominent spot aesthetically (e.g. opening does not directly face oncoming traffic, etc.);</li> <li>Screened with enclosures and/or landscaping;</li> <li>Contain concrete beneath and in front of the unit to withstand weight of a trash hauler; and</li> <li>Accessed without conflicts with parking spaces, pedestrian circulation, etc.?</li> </ul>	
11.	Is there a shared mailbox structure? <ul style="list-style-type: none"> <li>Is the location easily accessible (from vehicle or pedestrian walk-ups)?</li> <li>Does the location present any problems, such as blocking entrances, car doors, etc.?</li> </ul>	



# TOWN OF BLUFFTON

## MASTER PLAN & DEVELOPMENT PLAN

### URBAN DESIGN REVIEW CHECKLIST

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<p>12. If fences are used, do they meet the following:</p> <ul style="list-style-type: none"> <li>• Are they setback from the property line if required;</li> <li>• Does the height meet the ordinance standard;</li> <li>• Is the type (ornamental, chain-link, wood, stockade, privacy) appropriate; and</li> <li>• If a fence is not located on the property line, can the property owner get access to the other side of the fence in order to maintain the fence properly?</li> </ul>	
<p>13. If a landscape/ retaining wall is required or provided does it:</p> <ul style="list-style-type: none"> <li>• Contain dimensions (including height at piers, changes based on topography, etc.)?</li> <li>• Contain handrails/ protection for pedestrians at top of wall?</li> <li>• Not interfere with the sight triangle at intersections?</li> <li>• Not impede stormwater flow or has a design to accommodate stormwater flow?</li> <li>• Address any trees or utility issues with the location?</li> <li>• Consist of attractive, durable materials that are compatible with primary building materials?</li> </ul>	
<b>5.9 TRANSPORTATION NETWORK AND DESIGN</b>	
<p>1. Has the County/SCDOT reviewed the access points, road design, and traffic, as necessary?</p>	
<p>2. Are acceleration, deceleration, passing and travel lanes dimensioned to meet County/SCDOT standards?</p>	
<p>3. Are all existing access points (driveways) shown along both sides of the street, within 1,000 feet of the site frontage?</p> <ul style="list-style-type: none"> <li>• Are dimensions shown (width, throat length, radii, etc.)?</li> <li>• Are driveways spaced as required, from or aligned with driveways across the street to avoid left-turn lock-up in the street travel lanes?</li> <li>• Are distances between existing driveways and proposed access points adequate?</li> <li>• Are driveways spaced as far from intersections as practical?</li> <li>• Could the access be designed to make it easier for pedestrians to cross?</li> <li>• Could access be relocated to reduce conflicts and still provide reasonable access?</li> <li>• Could provisions be made to share access with adjacent sites to reduce conflicts in the future?</li> <li>• If driveways are being shared or there is an access connection, a shared access agreement has been provided?</li> </ul>	
<p>4. Are preliminary street layout, including proposed road connections and future road stubs, with crosswalks and access points noted?</p>	
<p>5. Are dimensions and centerlines of existing and proposed streets, and street rights-of-way or access easements shown?</p>	
<p>6. Does the street alignment plan show the following:</p> <ul style="list-style-type: none"> <li>• Existing and proposed roadways;</li> <li>• Street layout circulation;</li> <li>• Construction details;</li> <li>• Right-of-ways widths; and</li> <li>• Access to all parcels associated with the development?</li> </ul>	



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## MASTER PLAN & DEVELOPMENT PLAN

### URBAN DESIGN REVIEW CHECKLIST

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7. Is a detailed Street Alignment Plan showing proposed public and private streets provided?	
8. Are turning radii, width, and other geometric features shown and meet standards?	
9. Are locations of road stubs to adjacent undeveloped sites shown? <ul style="list-style-type: none"> <li>Is the location practical given natural features on adjacent land that could impact alignment?</li> <li>Is the location logical for the future development pattern and realistic extension of roads?</li> <li>Is a temporary stub road needed</li> <li>Is a vehicle turnaround?</li> </ul>	
10. Are proposed street names shown on the plans and been checked for availability and acceptable by the Town?	
11. Has a Transportation Impact Study or Analysis been provided, if required? If so, have any traffic mitigation measures or payments in lieu been addressed?	
12. Are existing and/ or future bus stops and other mass transit stops depicted on the plans? Are they in a logical and safe location?	
13. Are access and transportation elements consistent with any approved: <ul style="list-style-type: none"> <li>Access Management Plans?</li> <li>Corridor Plans?</li> <li>TIA's</li> </ul>	
14. Do all access points maintain safe sight distances to help ensure safe access onto roadways?	
15. Have emergency access provisions been met to satisfaction of the fire department?	
16. Are existing and proposed sidewalks, bike routes, bike lanes, pathways and trails shown? Do the plans include: <ul style="list-style-type: none"> <li>Sidewalks along street frontage;</li> <li>Internal walkway connections between the street sidewalk and clear connection from street sidewalk to public building entrances to minimize conflicts with cars;</li> <li>Appropriate use and location of sidewalks, walkways through parking lots, and other pathways;</li> <li>Connections to adjacent properties where appropriate, such as when there is a long distance to the arterial sidewalk system?</li> </ul>	
17. Do the pathways meet minimum widths and get wider where higher pedestrian volumes are expected? Do plans include: <ul style="list-style-type: none"> <li>Pathway construction specifications</li> <li>Mobility design elements meet Town and ADA standards;</li> <li>Pathway alignment and placement are considerate of topography; and</li> <li>A buffer between the travel lane and pathway if located along higher volume or higher speed roads (such as landscaping, on-street parking, or a bike lane)?</li> </ul>	
18. Is the sidewalk/ pathway width along parking spaces wide enough to accommodate vehicle overhang (typical 2-3 extra feet or curb/bumper blocks may be needed so that sidewalk width is not less than 4 feet)?	



# TOWN OF BLUFFTON

## MASTER PLAN & DEVELOPMENT PLAN

### URBAN DESIGN REVIEW CHECKLIST

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19. Are pedestrian connections to existing or future transit stops provided?		
<b>5.10 STORMWATER</b>		
1. Description of proposed methods, and general layout of stormwater drainage, water system, sewer system and open space areas?		
2. Does the stormwater plan show proposed drainage system layouts?		
3. Are there proposed water system layout or individual well locations shown?		
4. Are the proposed sewer system layout or individual septic tank locations shown?		
5. Is there an acknowledgement of compliance with Bluffton Stormwater Design Manual?		
6. Are the location and area of proposed impervious coverage, use of permeable paving, and area of pervious vs. impervious coverage identified?		
7. Are there pre- and post-development runoff volumes and velocities identified?		
8. Are there proposed methods to remove pollutants identified?		
9. Has the stormwater quality monitoring program and pre-development pollutant loading plan been determined?		
10. Are the soil types and permeability characteristics shown?		
11. Has it been determined how the Annual Maintenance Inspection and Report will be completed and submitted?		
12. Is there an Operation and Maintenance Agreement?		
13. Are there methods to record and report installation and maintenance activities?		
14. Are the general location and flow line of existing watercourses, drainage structures, ditches, regulated wetlands, intermittent or perennial streams, rivers, creeks, riparian corridors, and top of bank locations within the tract or on contiguous tracts shown?		
15. Is there a survey showing the location, dimensions, descriptions, and flow line of existing watercourses, drainage structures, ditches, one hundred (100) year flood elevation, wetlands or riparian corridors within the tract or on contiguous tracts? Does it contain: <ul style="list-style-type: none"> <li>• Verification of wetlands permit, mitigation or approved plan from SCDHEC-OCRM or Army Corp of Engineers;</li> <li>• Riparian corridor design; and</li> <li>• River buffers and setbacks?</li> </ul>		
16. Is there a topographic survey that shows one-foot contours?		
17. Is there a habitat management plan?		
<b>5.11 PARKING</b>		
1. Are calculations for required and barrier-free parking spaces provided and located in convenient location to the building entrance?		





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## MASTER PLAN & DEVELOPMENT PLAN

### URBAN DESIGN REVIEW CHECKLIST

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2. Does the parking lot location and layout contain: <ul style="list-style-type: none"> <li>• Parking arranged so that pedestrians walk down aisles;</li> <li>• Parking arranged so that cars backing out from parking spaces don't conflict with through traffic; and</li> <li>• Landscape islands/markings to help direct autos and reduce conflicts?</li> </ul>	
3. Are calculations for required number of parking spaces provided? Is there: <ul style="list-style-type: none"> <li>• Room to accommodate more parking if the uses changed to another use permitted in that district; and/or</li> <li>• Opportunity to reduce parking through shared parking with an adjacent site?</li> </ul>	
4. Do typical parking space markings meet the standards for width and length?	
5. If there are stacking spaces, does the plan show: <ul style="list-style-type: none"> <li>• The stacking area does not conflict with parking/fire lanes; and</li> <li>• There is an adequate by-pass lane?</li> </ul>	
6. Are cross section details of pavement and curbs are provided that show/ consider: <ul style="list-style-type: none"> <li>• Limits of curbing;</li> <li>• Use of standard curb instead of roll curb to prevent unstructured parking; and</li> <li>• Not using curbing around landscaped areas to encourage stormwater collection in landscaped areas?</li> </ul>	
7. Are general location, dimensions, and calculations of proposed loading areas provided? Are loading areas designed to: <ul style="list-style-type: none"> <li>• Ensure that vehicles can maneuver entirely within the property lines of the site;</li> <li>• Provide access without conflicting with parked cars;</li> <li>• Orient any overhead doors from facing roadway;</li> <li>• Provide sufficient vertical and horizontal clearance; and</li> <li>• Provide details of storage items including height, areas, and screening?</li> </ul>	
8. Is there a truck circulation plan showing turning templates for trucks and emergency vehicles? Does the plan include: <ul style="list-style-type: none"> <li>• Dimensions and locations of all truck access and circulation lanes and loading/unloading areas;</li> <li>• Dimensions of all truck service drives, berths and dock approaches;</li> <li>• Size of anticipated trucks; and</li> <li>• Existing and proposed truck circulation pattern?</li> </ul>	
9. Are bicycle parking or bike racks convenient to building entrances and not in conflict with pedestrians and vehicles?	
<b>5.12 LIGHTING</b>	
1. Is the location of all freestanding, building-mounted and canopy light fixtures shown on the site plan?	



# TOWN OF BLUFFTON

## MASTER PLAN & DEVELOPMENT PLAN

### URBAN DESIGN REVIEW CHECKLIST

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<p>2. Do specifications and details for the type of light fixture being proposed include the total lumen output, type of lamp and method of shielding, for all light fixture types?</p> <ul style="list-style-type: none"> <li>• Bollards at driveways and pedestrian areas?</li> <li>• Manufacturer's specification sheet (cut sheet)?</li> <li>• Does the text imply the contractor can replace with "like" fixtures, as often the replacements do not meet the lighting standards?</li> </ul>	
<p>3. Is a photometric grid overlaid on site plan indicating overall light intensity in foot-candles? Does it show:</p> <ul style="list-style-type: none"> <li>• Adequate light levels where light is needed;</li> <li>• That no light is trespassing on adjacent properties; and</li> <li>• Notes identifying the reduction of intensity in non-business/non-peak hours?</li> </ul>	
<p>4. Are lighting standards met? Does the lighting plan address:</p> <ul style="list-style-type: none"> <li>• All exterior lighting existing and proposed;</li> <li>• Height shown to meet standards;</li> <li>• Light fixtures should be full cut-off or recessed;</li> <li>• Light fixtures only shining down (other than tree or building uplighting)</li> <li>• Could fewer or shorter poles provide sufficient light;</li> <li>• Type of light (metal halide, LED, mercury vapor, etc)</li> <li>• Poles should not be located within parking spaces; and</li> <li>• Poles need to be sufficiently spaced from any existing or proposed trees?</li> </ul>	